

Learning Assessment Guide

Unit Standard 6746 – Version 6

Describe information systems departments in business organisations

Level 4 – 3 Credits

Assessment Summary			
Learner to complete			
Learner's name:			
Employer:			
NSN no. (ROL):		DOB:	
Signed:		Date:	
Assessor to complete			
<input type="checkbox"/> Meets requirements <input type="checkbox"/> More training required <input type="checkbox"/> More evidence required			
Assessor's name:		Assessor's No.	
Signed:		Date:	

Before you begin...

- As well as this Learning Assessment Guide, you may also want to refer to the unit standard from the NZQA website (<http://www.nzqa.govt.nz>).
- Read the Trainee Information Kit. The kit contains important information and guidelines for Learners and can be found on the Learning State website (<http://www.learningstate.govt.nz>) under Learners, then Learning Assessment Guides.
- Check the learning resources available for this unit standard on the Learning State website (<http://www.learningstate.govt.nz>) under Learners, then Learning Assessment Guides.

The tasks in this assessment are designed to show your assessor that you can:

- Describe the roles in information systems departments in business organisations.

This Learning Assessment Guide is made up of:

- A Task for you to complete.
- Assessment Guide that the assessor will use to assess your competence.

Assessment Task– Elements 1 and 2

Introduction

The purpose of this task is to assess your ability to describe the roles within and typical structures of information systems departments in business organisations.

Instructions

Research two different information systems departments. Choose departments that are typical representations of an information systems section. You may wish to choose the IS department in your organisation and at least one other. You will need to gain an understanding of:

- The roles typically found in an IS department and their purpose.
- Their organisational structures.
- The purpose of the different areas of the department.

Answer the following questions on separate paper. These may be answered orally but you will have to provide the organisation charts on hard copy. You must *describe* the information systems department, so give full answers to the questions.

Your assessor may wish to ask you further questions for clarity or sufficiency of evidence.

Questions

1. What are the roles within a typical information systems department? Identify the role, its purpose and the tasks that would typically be performed.
2. Draw an organisation chart that shows how the information systems department in your organisation fits in to the rest of the enterprise.
3. Draw two organisation charts of information systems departments. Each chart must reflect a different way of structuring this type of department.
4. Describe the purpose of both the systems and operations areas within an information systems department. Include in your description how they interact with each other.

Assessment Guide

This is the assessment guide your assessor will use to assess your competence in unit standard 6746.

Element	Task	Evidence required	Judgement
Element 1 Describe the roles in information systems departments in business organisations.	One Q 1	Learner gives description of typical IS roles and their purpose and tasks.	Learner must describe the role, it's purpose and the tasks involved. The major roles should be included, such as Database, network and systems administration roles and helpdesk roles. Some model answers are given as guides.
Element 2 Describe typical structures of information systems departments in business organisations.	One Q 2-4	Learner must answer questions 2 – 4 in full.	Learner must draw an organisation chart that shows the position of the information systems department in relation to the rest of their organisation. Learner must draw two organisation charts showing two different structures of information systems departments. One may be from their own organisation. Learner must describe the systems and operations areas of there is department and how they interact.